

GENDER PORTFOLIO PROGRAM MANAGER

BACKGROUND

OxYGen is a Foundation, founded by Oxfam GB as an Oxfam spin-off local organization. OxYGen is operating since 2015.

OxYGen positions itself as an alternative voice based on its grassroots experience and work with poor communities, through its replicable and sustainable models for translating it up to the national level.

Gender alongside others is the main strategic direction for OxYGen Foundation under which the main programs are developed and implemented.

KEY RESPONSIBILITIES

The Gender Portfolio PM will be responsible for the overall management, implementation, supervision, and coordination of OxYGen Gender programs, partnership, ensuring compliance with donor and partner requirements, timely and quality communication and reporting to the donors.

Program planning

- Develop and keep up to date detailed implementation plan of the projects
- Ensure quality communication with donors
- Plan detailed activity timeline
- Plan project expenditures according to the project budget
- Develop project stakeholder engagement plan
- Maintain good relations with the partners and if necessary, be engage in partners' selection
- Develop a project procurement plan
- In partnership with partners design project advocacy plan
- Facilitate recruitment process of project consultants based on OxYGen Foundation's and donor procurement policies

Execution

- Overall management and implementation of the OxYGen Foundation's Gender program
- In cooperation with Financial Manager assure effective and efficient expenditures of within projects budgets according to donor requirements
- Assure engagement of relevant stakeholders in project implementation
- Provide support and capacity building to the staff whenever necessary to assure timely execution of the projects
- Manage contracts and meeting timelines for deliverables by project consultants/experts
- In cooperation with project partners and OxYGen Foundation senior management assure reaching the project's advocacy targets
- Adhere to the organizational and donor policies /procedures
- Develop synergies with other programs of OxYGen Foundation

Monitoring and reporting

- Conduct overall monitoring of project implementation and progress
- Monitor expenditures versus planned budget

- Monitor project effectiveness and efficiency
- Monitor reporting staff performance versus set objectives and job descriptions
- Evaluate external consultants' performance and the effectiveness of expertise delivered and provide recommendations for improvement if applicable
- In cooperation with project staff develop programmatic and financial progress and final reports to the donor as per the donor requirements

Representation, learning, and communication

- Develop good relationships with donors, in close collaboration with the finance team prepare projects' financial tranche (s) requests and ensure that the terms of donor contracts are fulfilled
- Maintain contact with official authorities and other agencies and ensure that OxYGen complies with the relevant legislation and that its activity is understood and publicized
- Represent the project/program impact whenever needed in line with organizational communication/visibility strategy
- In close collaboration with the Communication team identify and conduct impact assessment initiatives and ensure effective communications about program impact with key relevant stakeholders

Key skills, competencies and qualifications required

- 3 to 5 years' experience in NGO sector in program portfolio management positions
- Experience of large program budget management (1,5 mln. EUR)
- Proven skills and experience in advocacy and policy dialogue at national and local levels
- Excellent knowledge of Armenian and English languages, both oral and written
- Fluency with the Microsoft Office package, knowledge of online IT tools is a plus
- Proven experience in proposal/ writing and fund-raising, including project budget development
- People management skills and experience
- Strategic thinking
- Analytical skills
- Communication and negotiation skills, teamwork

Reporting lines

The Program Manager will report directly to OxYGen Foundation's Executive Director
The PM will supervise the work of relevant POs and other staff under the project

Applications can be submitted by e-mail: recruitments@oxygenfund.am

Mail Subject: GENDER Program Manager

The application includes CV and Motivation Letter

The deadline for submission: 15 March 2023

Only the short-listed candidates will be invited for an interview